

MADERA COUNTY

SENIOR PERMIT TECHNICIAN

DEFINITION

Under direction, to lead, oversee, and participate in the work of staff responsible for assisting the public in acquiring various permits; to perform preliminary reviews of complex building plans schematics or other support documents; to provide information concerning County policy and procedures; and to do other related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Permit Technician class series. Incumbents perform the full range of the most complex duties, which require an increased knowledge of permitting, building and planning processes and procedures. In addition, positions assigned to this class level provide work direction and training for less experienced staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Leads, plans, and reviews the work of staff responsible for answering questions from the public on all aspects of plan check and permit approval processes and procedures, both by telephone and in person; participates in providing customer support services to a division of the Resource Management Agency; receives, processes and responds to public service requests; reviews work of assigned employees for accuracy, proper work methods and, techniques, and compliance with applicable standards and specifications; opens, maintains and closes manual and automated files; researches historical and current permit activity and/or property history; verifies the coordination of activities of County, State and Federal agencies and provides information to facilitate permit issuance; provides information on County policies and permit procedures to County staff and the public; researches, reviews and compiles data for special projects and various reports and letters; receives and responds to public inquiries concerning potential Code violations on residential, commercial and industrial property; reviews plans and blueprints for compliance with established requirements; logs and routes complex applications to appropriate professional staff; coordinates and tracks applications to ensure timely processing; calculates permit processing and mitigation fees, provides fee estimates; recommends and participates in development and implementation of policies and procedures; maintains manuals and updates resource materials; organizes and assigns work, sets priorities and follows-up to ensure completion of assigned duties; reviews applications, documents and plan submittals for appropriate approvals and required attachments to assure accuracy and compliance with pertinent laws and established criteria; calculates square footage to determine values and assess fees; verifies materials compliance with approved testing agencies; communicates with various entities to validate information.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic supervisory and employee training principles and practices.
Advanced knowledge of permit and plan checking procedures, rules, regulations and guidelines for processing basic to complex actions.
Pertinent Federal, State and local laws, codes, ordinances, and regulations related to building construction.
Plan check and permit processes and procedures.
Interpretation and explanation to the public of the practices and procedures related to the permit process.
Permit application and conformity with requisite ordinances.
Available resources and materials related to planning and building code requirements.
Preparation and maintenance of a variety of records and files.
Arithmetic calculations quickly and accurately.
Drafting nomenclature, symbols and conventions.
Building plans and specifications.
Manual and automated filing systems.
Project tracking methodologies.
Permit application procedures and review processes.

Skill to:

Operate computer equipment utilizing a variety of software.

Ability to:

Plan, organize, and review the work of staff for completeness and conformity with requisite standards.
Provide lead supervision and training for other staff.
Organize work, set priorities and ensure that critical deadlines are met.
Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
Explain building codes, ordinances, and permit requirements to contractors, developers, the general public, and others contacted in the course of work.
Tactfully and courteously represent the Resource Management Agency in contacts with the public.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of responsible experience performing the full range of support services in public agency code enforcement comparable to that of a Permit Technician with Madera County.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

International Code Council certification as a Permit Technician.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Date: February, 2007